

Guidelines for Cooperating Teachers

1. Qualified cooperating teachers meet the Department of Public Instruction's criteria in [PI 34.15 (6)]: Provisions relating to cooperating teachers and other school-based supervisors insuring that the cooperating personnel used in the clinical programs meet all of the following requirements:
 - a. Hold a Wisconsin license and have volunteered for assignment as a cooperating teacher or practicum supervisor.
 - b. Have at least three years of teaching experience with at least one year of teaching experience in the school or school system of current employment, or have at least three years of pupil service or administrator experience with one year in the school or school system of current employment.
 - c. Have completed training in both the supervision of clinical students and in the applicable Wisconsin Teacher Standards (PI 34.02).
2. Cooperating teachers (and administrators) should:
 - a. Assist and provide orientation and in-service activities for the student teachers once an assignment is approved. Local agency requirements for medical and legal information must be met before the assignment begins.
 - b. Plan the student teaching assignment as indicated in the UWSP Handbook for Student Teaching, Page 19.
 - c. Return required student teacher final evaluation within one week of the end of placement.
3. Unless explicitly waived by the facility, a student may not be assigned to do student teaching in a facility in which a direct relative is currently employed or serves as a board member, administrator or supervisor.
4. The University of Wisconsin - Stevens Point and the cooperating facility may terminate any student teaching assignment at any time, subject to due notice.
5. Cooperating teachers who have never evaluated a student or intern teacher in accordance with PI34 are invited to enroll in UWSP graduate course EDUC 758, an online course for which tuition is paid. As an alternative, a flexible schedule of meetings is always available.

If you have questions contact the Office of Field Experiences at 715-346-2449, Field.Experiences@uwsp.edu